

FUNDRAISING & EVENTS COORDINATOR

Hospice Whanganui | 12 hours per week (0.3 FTE)

Are you passionate about:

- Doing meaningful work that has a direct impact on people in our community?
- Raising funds for one of Whanganui's most well-known and long-standing charities?
- Using your creative, organisational and relationship-building skills to strengthen a trusted community brand? Then this could be the role for you.

About the Role

- Reporting to the CEO, the Fundraising & Events Coordinator plays a key role in helping Hospice Whanganui meet its fundraising goals by delivering engaging events and strengthening community connections.
- This is a hands-on, people-focused role with plenty of scope for creativity, initiative, and relationship building. You'll work closely with staff, volunteers, sponsors, community groups and supporters to grow our fundraising activity and community presence.

What You'll Be Doing

Events & Fundraising

- Develop and manage an annual calendar of fundraising events
- Lead at least one high-value, signature Hospice event each year
- Plan and deliver events on budget and to agreed fundraising targets
- Identify sponsorship, auction and partnership opportunities
- Support Hospice involvement in existing community events and initiatives

Community Engagement

- Help raise Hospice Whanganui's profile across the community
- Support key awareness dates like Hospice Awareness Week and Palliative Care Day

- Assist with the rollout and growth of Business Champions and Hospice Heroes programmes
- Work closely with Marketing & Communications, Volunteers, Grants and Retail teams

What We're Looking For

You'll bring:

- Proven experience in fundraising and/or events coordination
- Experience working with sponsors, donors or partners
- Confidence using digital platforms and social media
- Strong communication and networking skills
- Excellent organisation and time management
- A warm, professional and community-focused approach
- Experience with Canva or Publisher is an advantage.

Our Values

You'll demonstrate:

- An understanding of Te Tiriti o Waitangi and a commitment to ongoing learning
- Our values of kotahitanga (unity), manaakitanga (kindness), courage and accountability
- A strong commitment to health and safety

Why Join Hospice Whanganui?

Hospice Whanganui is a truly special place to work. Our tight-knit team is passionate, supportive, and deeply connected to the community we serve. This role offers the chance to do work that genuinely matters — and to see the impact of your efforts every day.